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25 April 1968

MEMORANDUM FOR: Chief, Administrative Staff  
Chief, Cartography Division  
Chief, Editorial Division  
Chief, Geography Division  
Chief, Map Library Division  
Chief, Publication Division

SUBJECT: Annual Leave

1. The DCI has reinterpreted his position on annual leave, but insists that the Agency be able to perform all functions during the period of heaviest leave-taking.

2. We are back to the general situation that has existed in past years in determining annual leave. Two-, three-, or four-week periods are again permissible.

3. Several guidelines have emerged which must be adhered to:

a. All functions must be covered.

b. Principal and deputy cannot be away at the same time.

c. Annual leave should not be an extension of military leave, conference attendance, official trips, etc., so as not to place undue burden on people who are covering the function.

d. All or a large percentage of the principal supervisors cannot be away at the same time.

4. The rule of reason is to be applied in scheduling annual leave so that any organizational unit is not crippled in performing its functions to meet needs that may arise.

5. Requirements for Division Chiefs to submit leave plans for their Branch Chiefs and Deputies, as well as careful leave planning for their Divisions, still apply. (This was spelled out in the minutes of our last staff meeting on 17 April.)

6. This memorandum is to be circulated to all personnel in your Division.

(signed)  
JAMES A. BRAMMELL

JAMES A. BRAMMELL  
Director

Basic and Geographic Intelligence

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